



**Front Desk Receptionist/ H & S Coordinator
One year Replacement Position**

Job Title: Receptionist/Health & Safety Coordinator.

Location of position: Corner Brook, NL

Hours of Work: 9:00 am to 4:00 pm daily, Monday to Friday

Rate of Pay: \$35,000.00 Annually

Job Description: Qalipu First Nation is currently looking to fill a Receptionist/Health & Safety Coordinator Replacement Position. The successful candidate will ensure the efficient day to-day operations of the front office at 3 Church Street and the Health & Safety programs for all Qalipu Office Locations.

Duties and Responsibilities

Reception

- Greet members/clients/suppliers/visitors to the organization
- Respond to inquiries
- Sort and scan incoming mail/prepare outgoing mail
- Purchase/manage office supplies
- Ensure that office maintenance is carried out
- Proficient use of computer programs/office equipment
- Prepare for meetings, make travel arrangements
- Other duties as assigned

Health and Safety

- Oversee the Occupational H & S Programs for all QFN offices.
- Ensure that adequate training is in place for all OH&S Reps and First aid responders.
- Ensure that H & S Information Centres are current.
- Responsible to see that daily/monthly workplace inspections are conducted.
- Ensure that all office locations are adhering to H & S practises.
- Ensure that meetings are conducted, and related reports are submitted to the appropriate government departments in a timely manner.

- Follow up to ensure that corrective action has been completed to correct deficiencies.
- Upon identification of a situation that poses a H & S risk, acts immediately to correct the problem.
- Investigate and provide reports to management on all incidents/accidents and potential risks.
- Provide Health & Safety training to staff.
- Develop policies related to Health & Safety.
- Other duties as required.

Working Conditions

Receptionists work in an office environment which requires sitting for long periods of time. Some light lifting is required. Some overtime may be required from time to time.

Qualifications: Diploma of Health and Human Sciences - Occupational Health and Safety Program. Business Administration, Office Administration, Office Management or other related fields of education and training may be considered.

Experience: One to three years of experience in an office setting managing H & S Programs and other office related duties. Proficiency in the use of computer programs for word processing, database, spreadsheets, email and internet. Proficiency in the use of office equipment such as computer, voice messaging systems, fax, scanner and photocopier.

Apply: If you are interested in this opportunity, please apply by e-mail to: jobopportunities@qalipu.ca with subject line: **Reception/H & S Coordinator** with resume, cover letter, copies of diplomas, certificates and three business references to:

Qalipu Mi'kmaq First Nation
Attention: Mrs. Janet McAuley, Office Manager
3 Church Street, Corner Brook, NL A2H 2Z4

Deadline for receipt of submission: Tuesday, December 19th, 2017 at 4:00 P.M.

Please note: Please indicate in your cover letter if you are a member of Qalipu First Nation.